

APPENDIX C **A-E CONTRACT/TASK ORDER CHECKLIST**

DISTRICT _____ CONTRACT NO. _____ TASK ORDER NO.* _____

CONTRACT/TASK ORDER TITLE _____

CONTRACT/TASK ORDER DESCRIPTION _____

* *Requirements in italics are not applicable to individual IDC task orders.*

REQUIREMENT *	REFERENCES (EP = EP 715-1-7)	YES, NO or N/A?	REMARKS
1. CBD ANNOUNCEMENT AND SELECTION			
1-1. Was appropriate acquisition planning performed and documented (formal acquisition plan, informal acquisition strategy or other suitable form), including consideration of contract type, options and small business?	FAR 7.1 DFARS 207.1 AFARS 7.1 EFARS 7.1, 36.601-3-90(b), (e), and (i) EP Chapter 2		
<i>1-2. Was a DD Form 2579 prepared and coordinated with the KO, DSB and SBA prior to releasing the CBD synopsis?</i>	DFARS 219.201(c)(9)(B) EFARS 19.201(c)(9)(B) EP 2-5, 3-4.e		
<i>1-3. Does the CBD synopsis conform to the standard format?</i>	FAR 5.207 EP 3-4.c-d, Appendix J		
<i>1-4. Is the scope of an IDC as specific as possible?</i>	EFARS 36.601-3-90(c)		
<i>1-5. Has a proper waiver been obtained for an IDC over \$1M/year and/or over 3 years in duration?</i>	EFARS 36.601-3-90(j)-(m)		
<i>1-6. Are the selection criteria clear and reasonable, in conformance with criteria in FAR and DFARS, free of unnecessary restrictions, and in order of importance?</i>	FAR 36.602-1 DFARS 236.602-1 EP 3-4.d, 3-7, Appendix J		
<i>1-7. Do the preselection/selection reports show that all voting board members are highly qualified professional employees with the appropriate expertise?</i>	FAR 36.602-2(a) EFARS 36.602-2(a) EP 3-6		

REQUIREMENT*	REFERENCES (EP = EP 715-1-7)	YES,NO or N/A?	REMARKS
<i>1-8. Do the preselection/selection reports clearly explain the primary reasons for eliminating the firms that were not most highly qualified, and do those reasons properly relate to the selection criteria?</i>	FAR 36.602-3(d) EP 3-8.e, 3-9.c, 3-10.f		
<i>1-9. Were effective and meaningful interviews held with the most highly qualified firms?</i>	FAR 36.602-3(c) EP 3-10.d		
<i>1-10. Does the selection report clearly explain the reasons for ranking the most highly qualified firms, and do those reasons properly relate to the selection criteria?</i>	FAR 36.602-3(d) EP 3-10.e-f		
<i>1-11. Has the selection report been approved by the designated authority?</i>	FAR 36.602-4 DFARS 236.602-4 EFARS 36.602-4 EP 3-11.a		
<i>1-12. Were all firms promptly notified of their selection status?</i>	FAR 15.503, 36.607 EFARS 36.607 EP 3-12		
<i>1-13. Were meaningful debriefings promptly held with the firms who requested a debriefing?</i>	FAR 15.505, 36.607 EFARS 36.607 EP 3-13		
2. NEGOTIATION AND AWARD			
2-1. Does the scope of work thoroughly address the project description, scope of A-E services, schedule, deliverables, reviews, conferences, criteria and standards, Government-furnished information, and administrative instructions?	EP 4-5		
2-2. If this task order could have been issued under more than one IDC, is the contract file documented to justify the basis for issuing the task order under this contract?	FAR 16.500, 16.505(b) EFARS 36.601-3-90(h) EP 4-14.f(2)		
2-3. If this task order is over \$500,000, is the use of a task order instead of initiating a new contract justified in the file?	EFARS 36.601-3-90(f) EP 4-14.f(2)		

REQUIREMENT*	REFERENCES (EP = EP 715-1-7)	YES,NO or N/A?	REMARKS
2-4. Is the scope of work for this task order within the scope of the IDC?	FAR 16.505(a)(2) EP 4-14.f(2)		
2-5. <i>Was the Service Contract Act considered, and a wage determination incorporated in contract negotiation, if appropriate?</i>	FAR 22.10 EP 4-9		
2-6. <i>Does the PNM indicate that the key contract clauses and performance evaluation process were discussed with the firm during negotiation?</i>	EFARS 36.604(a) EP 4.7.b		
2-7. Is/does the IGE: - Based on a detailed analysis of required work? - Include profit based on alternate structured approach to weighted guidelines method? - Include a check on the 6% limit? - Properly approved prior to receiving the A-E proposal?	FAR 36.605 EFARS 36.605 EP 4-10, Appendix S		
2-8. Is the proposal analysis in adequate detail for the size and complexity of the action, and does it address technical, price, and cost considerations?	FAR 15.404 EP 4-12.a, Appendix U		
2-9. Are the PNO documented in adequate detail, and the significant differences among the IGE, proposal and PNO explained?	FAR 15.406-1 EP 4-12.c		
2-10. <i>Is there an approved subcontracting plan, if applicable?</i>	FAR 19.702, 19.704, 19.705 EP 4-15		
2-11. Does the PNM: - Describe the principal elements of the negotiation? - Explain the significant differences between the final agreed price and the PNO? - Support that a fair and reasonable price agreement was reached? - Show that the final A-E proposal complies with the 6% limitation?	FAR 15.404-4(c)(4)(i)(B), 15.406-3 EFARS 36.606-70 EP 4-13.c, 4-16		

REQUIREMENT*	REFERENCES (EP = EP 715-1-7)	YES,NO or N/A?	REMARKS
2-12. Was the contract or IDC task order awarded within the pertinent time standard, exclusive of justifiable delays?	EP 2-10.b-c		
3. CONTRACT ADMINISTRATION AND MANAGEMENT			
3-1. <i>Is there a COR with appropriate training appointed in the contract?</i>	AFARS 1.602-2-90 EP 5-4		
3-2. Is there evidence that the Government closely monitored and managed the A-E firm's performance and reviewed the A-E products for technical adequacy?	EP 5-3, 5-5, 5-9		
3-3. Is there evidence of enforcement of the A-E firm's responsibility and liability for design errors and deficiencies?	FAR 36.608, 36.609-2 EP Chapter 7		
3-4. Is there evidence of enforcement of the firm's responsibility for design within the construction funding limitation?	FAR 36.609-1, 52.236-22 EP 7-4.b		
3-5. Were progress payments processed promptly and retainage withheld as appropriate?	FAR 52.232-10 EP 5-7		
3-6. Was there an appraisal of the A-E performance prepared after each submission or phase of work, and the final performance evaluation prepared and sent to ACASS and the firm?	FAR 36.604 DFARS 236.604 EFARS 36.604 EP Chapter 6		
3-7. <i>Were subcontracting reports (SF 294/295) submitted by the contractor, if applicable?</i>	FAR 52.219-9 EP 5-8		

Other Remarks: